



## Maine Department of Health and Human Services

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### MaineCare HIPAA EDI 837 Institutional Validation Process

This document details the steps a MaineCare claim submitter must take prior to becoming authorized for production electronic submittal of HIPAA 837 Institutional (4010 A1) claims for adjudication in the MaineCare system. If you have questions on the content or applicability of the information in this document, please contact the HIPAA EDI Registration Support Team at (207) 287-1783 or online at [www.maine.gov/bms](http://www.maine.gov/bms).

#### Pre-Validation Activities

Before you can begin HIPAA EDI validation with MaineCare, you must:

- Review, sign and return the two (2) copies of the MaineCare Trading Partner Agreement (TPA)
- Review, sign and return the MaineCare HIPAA EDI Registration Form.
- **Clearinghouses and billing agents may want to follow-up with their providers to ensure that providers are completing their enrollment packets.**
- Review the relevant MaineCare Companion Guide(s) and supplemental information found at <http://www.maine.gov/bms>.

When properly completed TPA and HIPAA EDI Registration Form are received, the MaineCare HIPAA EDI Registration Support Team will contact you to coordinate the submission of your test file.

#### Validation Process - Overview

The MaineCare system is now ready to accept HIPAA 837 Institutional claims submitted electronically by MaineCare Submitters. Prior to actual claim adjudication in the live system, each submitter must have their claim file format, data types and syntax validated. Following are the basic steps a typical submitter will use to test HIPAA 837I files with the State.

- Generate a file containing a typical claim cycle number of HIPAA-formatted claims
- Using Secure FTP login/password information, upload the HIPAA claim file to MaineCare's Secure FTP server.
- Retrieve/review output files from MaineCare's Secure FTP server
- Modify claim-generating software in response to information in output files, generate a new file, and resubmit
- Repeat above steps as necessary to produce a syntactically valid HIPAA 837 claim file that passes a 997 Functional Acknowledgement. Please understand that test files will not be processed for claim adjudication.

On validation, the State will send the submitter a production approval letter. Receipt of this letter will indicate the Submitter is registered on the production system for electronic claims submittal of Institutional claims, and the Submitter can begin to submit electronic claims for this claim type for adjudication.

#### Validation Process - Specifics

Submitters are strongly encouraged to pre-validate their claim syntax from a third party validation service. Anecdotal reports indicate such services provide fast turnaround for basic syntax checking, which can represent a significant time savings for the submitter. The State does not endorse a specific service for this purpose, but the following are available for this purpose:

- Edifecs (<https://hipaadesk.com>)
- Orion (<http://www.orionhealth.com/news/HIPAAvalidation/index.htm>)
- Claredi (<http://www.claredi.com>)

The State cannot be responsible for providing support to Submitters in their use of third party validation services -- it is the responsibility of the Submitter to pursue support through the validation service as needed. Please understand that third party validation services cannot validate MaineCare-specific data requirements (as outlined in the MaineCare Companion Guide. It is **vital** that Submitters adjust their claim-generation process and regenerate and submit fresh test claim files, rather than just edit the test claim file, in order to pass validation tests, regardless where the files are tested.

## Test Claim File Details

Test claim files will contain a typical number of claims for the Submitter -- if submissions are normally done monthly, a full month's worth of claims should be submitted in the test file. Submitters will ensure that the test claim file will be appropriately flagged for testing as per the MaineCare HIPAA Companion Guide:

- ISA Segment, data element 15 (ISA15): Use 'T' for test
- Transmission Type Identification REF segment, data element REF02: Use the 'D' in the Transmission Type
- Code (004010X096DA1, for example)

The test file must be named as follows: SubmitterID+'H.TST' (case-insensitive, minus the quotes) (example: 999999999H.TST}. The file will be uploaded to MaineCare's Secure FTP server at [momentum2.secure.maine.gov](https://momentum2.secure.maine.gov). Please note that your account will not be activated until we receive your Trading Partner Agreement and EDI Registration Form.

On receipt of the test file by MaineCare, a TA1 (Interchange Acknowledgement) file will be placed in the Submitters' output folder on the FTP server. MaineCare will attempt to validate the file. Results of validation tests will be recorded in both a plain text and an html-formatted version of the 997 Functional Acknowledgement file. The HTML-formatted 997's are being provided as a more user-friendly of the plain-text 997. (In addition to header pass/fail information, when errors are present the 997 contains information on the source of the error, and the loop, segment and data position where the error was found in the source claim file.) These files will be placed in the Submitter's output folder on the FTP server. Generation of these output files is expected within one hour of file submittal.

**835 Remittance Advice files will NOT be generated for test files. Submittal of test files will not result in claims processing.**

The Submitter will check their output folder periodically for output files. If validation errors are reported (via the 997) on the test claim file, the Submitter will correct their claims-generation process to correct the errors, and generate and submit a new test file.

Please call the HIPAA EDI Registration Support Desk if you need assistance through the testing process.

## Production Approval

On a daily basis, the state will monitor the MaineCare database to watch for Submitter files that have passed validation. Submitters may also contact the HIPAA EDI Registration Support Team when they receive a passing 997. As validated files come in, the State will send HIPAA 837 Institutional Production Submittal Approval letters to Submitters, and register the Submitter for production submittal. On receipt of the Approval letter, your agency may begin production submittal of HIPAA 837 Institutional claims to MaineCare.

Production files will be uploaded to the same location as for test files. Submitters will ensure that the claim file will be appropriately flagged for production as per the MaineCare HIPAA Companion Guide:

- ISA Segment, data element 15 (ISA15): Use 'P' for production
- Transmission Type Identification REF segment, data element REF02: Ensure there's no 'D' in the Transmission Type Code (004010X096A1, for example)

Production files must be named as follows: SubmitterID+'H.DAT' (case-insensitive, minus the quotes) (example: 999999999H.DAT}. These files will also be uploaded to MaineCare's Secure FTP server at [momentum2.secure.maine.gov](https://momentum2.secure.maine.gov).

The TA1 and 997 output files will continue to be generated and placed in the submitter's OUT folder for production claim files. Additionally, 835 Remittance Advice files will be made available in the submitter's OUT folder within about two weeks from the initial claim file submittal. More detailed information regarding OUT folders will be provided in Subsequent communications.